



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

November 1, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 24th through October 30th

CITY ADMINISTRATION

- Attended the Fayette Chambers Strategic Leadership Summit trip to Greenville, Rock Hill, and Fort Mills South Carolina and Sugar Hill, Georgia. The trip started on Sunday, October 23rd and ended the evening of Tuesday, October 25th. Also attending from the City of Fayetteville was Mayor Ed Johnson.
- Attended a strategic planning session with staff from the Southern Crescent Habitat for Humanity on Wednesday, October 26th. Also in attendance was Council Member Kathleen Brewer.
- Held a kick-off meeting for the Downtown Master Plan implementation process with Program Advisor Ennis Parker on Wednesday, October 26th. Also in attendance were Mayor Ed Johnson, Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, and Economic Development Director Brian Wismer.
- Held interviews for the Planner and Code Enforcement positions all day on Thursday, October 27th. Also attending the interviews were Assistant City Manager Alan Jones, The Collaborative Firm Staff member Jahnee Prince, Human Resources Manager Barbara Dudley, Building Official Greg Taliencio, and Code Enforcement Officer Miguel Pabon.
- Held a meeting with Bob Rolader and Richard Ferry from Fayette Ventures on Friday, October 28th to discuss revisions to their conceptual site plan.
- Reviewed applications for the Media Relations Specialist Position on the afternoon of Friday, October 28th to finalize interviews.
- Reviewed a personnel matter on Friday, October 28th and met with Finance & Administrative Services Director Mike Bush to discuss the details.
- Prepared agenda items for the Regularly Scheduled Council Meeting that took place on the evening of Thursday, November 3rd.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued to work on the Audit preparation.
- Continued to work on the Budget Aware documentation.
- Working on the Utilities Management module of the new software and are focused on making sure reads are exporting and importing correctly along with proper billing.
 - Working on Cycle 3
- HR/Payroll modules:
 - HR/Payroll is at a standstill and as a result, the Go Live date of November 28th will not be met.

Accounts Payable

- Keyed payment data for 96 invoices and processed payments to 63 vendors.
- Prepared 64 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received four (4) new business applications.
- Issued two (2) new business licenses.
- Collected \$1,241.67 for 2015 delinquent and new licenses.
- Collected \$99.30 from the Alcohol Beverage Sales.
- Collected \$200.98 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$122,427.88 in revenues consists of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 22 new customers.
- Billed out for 1693 customers.
- Billed out \$89,366.92 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 – until filled
 - Police Officer: Open 9/19/2016 – until filled
 - Maintenance Worker I: 9/29/2016 through 10/31/2016
 - Police Chief: 10/10/2016 through 11/30/2016
- Resumes Submitted: 12
 - Fire Fighter: 3
 - Police: 4
 - Maintenance Worker I: 1

- Chief of Police: 3
- Insurance On-boarding
 - Admin. Clerk for PD
 - Police Officer I
 - Police Officer II
- New Hire On-boarding
 - Police Officer II
- Interview
 - Planner
 - Code Enforcement Officer
- New World Payroll/HR Conversion in progress
- Trakstar Revisions

Court

- # of citations received: **102**
- # of warrants issued (FTA & VOP): **2**
- # of citations (FTA) sent to DDS: **1**
- # of scheduled arraignment cases: **31**
- # of scheduled trial cases: **30**
- Total amount collected for the week: **\$7,268**

INFORMATION TECHNOLOGY

GIS Projects

- Updated The Ridge Nature Area paper map to reflect the EMS markers.
- Reviewed demographics and census data for pockets of poverty in order to create a map for the City Manager.

Technology Projects

- Installed new copier/printers in Finance, City Hall Media Room, Fire HQ, and the Building Department.
- Continued to install Kapersky software on the police computers.
- Setup and configured a laptop for the meter reader system.
- Update the equipment list for computer hardware (Citywide).
- Updated City Manager's tablet to connect to the office TV.
- Removed hard drives out of the old Snoopy system.
- Handled day-to-day service calls.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 9 ICOP drives.
- Downloaded video from body cameras.
- Archived body camera video to cloud storage.
- Set up 1 new desktop.
- Worked on panel 9 access control system.

Open Records Request

- DVD Request of traffic stops and investigations: **16**

Web Site Visits for the Week

- Total pages viewed: **18,833**
- **Total unique pages viewed: 14,054** (Excludes Repeated Pages viewed)
- Average time spent on each page: **57 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,522	13.39%
2.	Jobs	2,455	13.04%
3.	Events	2,075	11.02%
4.	On-Line Payments	689	3.66%
5.	Jobs Applications	575	3.05%
6.	Events Calendar	567	3.01%
7.	I Want To	428	2.27%
8.	Government	419	2.22%
9.	Residents	413	2.19%
10.	On-Line Services	364	1.93%

Facebook Insights

- Total Page Likes (Fans) 6,143
- Total Reached 12,967
- People Engaged 2,631
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with the owner of Hampton Inn to discuss possible expansion and plans for commercial development around the property.
- Held a kick-off meeting with Ennis Parker, who will serve as advisor to initiate the implementation of the Downtown Master Plan.
- Met with local focus group on Tuesday, October 25 to discuss future downtown development projects.

Main Street

- Began construction of downtown dumpster enclosure for Stonewall businesses (OZ, etc.).
- Final preparation for the Chili fest, Pumpkin Festival, and Trick or Treat on Main Street, held on Saturday, October 29.
- Began compiling photographs for the National Register District preliminary application.

DDA

- DDA closed on the sale of 115 South Glynn Street to Twisted Taco, LLC. All monies invested from the time of purchase were realized back into the fund and debt service was retired.
- Mr. Thomas Lee has been selected as the new museum manager of the HDF. He is scheduled to begin Tuesday, November 1st.

COMMUNITY DEVELOPMENT

Planning & Zoning (No report submitted)

Building

- Number of Building Inspections Performed: **100**
- Number of Permits Issued: **10**
 - **4: Building**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **3**
 - Residential New: **1**
 - **0: Demolition**
 - **2: Mechanical**
 - **0: Utility Restoration**
 - **1: Foundation Only**
 - **1: Electrical**
 - **1: Plumbing**
 - **1: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **17**
 - Proactive: **7**
 - Complaint: **10**
- Verbal Warnings: **3**
- Written Warnings: **0**
- Notice of Violations: **3**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained the following areas:
 - Highway 54 E
 - Highway 314
 - Church Street Park
 - Highway 54 West (fountain area) Roundabout
 - City Hall
- Took 35 bales of pine straw to Station 91.
- Began trimming tree canopies on Jeff Davis Drive North for paving.
- Assisted with set-up for the Main Street events.
- Picked up trash on Highway 85 North.

Sewage Department

- Average daily flow treated is 2.005 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backup.

Water Department

- Average daily flow of 1.402 of system demand.
- Repaired 4 water leaks.
- Installed 5 new water meters.
- Responded to low water pressure.

Utility Locates

- Located the water and sewer for 35 utility locate tickets.

POLICE DEPARTMENT

No report submitted.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 62 emergency calls for service during the week.
- Volunteer: The October 24th volunteer meeting was held at Station 91.
- Projects:
 - Continued annual hose testing on all fire apparatus.
 - Continued annual hydrant maintenance.
 - Continued No outdoor burning.
 - E-91 provided Fire Safety Education to AVPRIDE.
 - E-91 provided Fire Safety Education to Little Peoples Daycare.

- Chief Peacock stood by at P&Z meeting to ensure correct occupancy load.
 - Fulltime Firefighter position offered to Bobby Litmon with a start date of November 29th.
 - Sat in on interviews for City Planner and Code Enforcement Officer.
 - Attended called City Council meeting.
 - Our department held its 2nd annual citizen apperception day at station 91. Attendance for the day was over one thousand citizens.
 - Station 91 participated in Trick or Treat on Main Street.
- Calls:
- No significant calls.